



## 1. Course Details & Fees

**Course Title:**

**Date:**

**City:**

Delegate Booking	Price (excl. VAT)	Price (incl. VAT)	Quantity	Total
Group booking rate (3 or more delegates)				
Standard delegate rate				
<b>Total</b>				

**NB:** Special offers cannot be combined.

**What does this include?** All prices include workshop entry, full documentation, lunch and refreshments. When you register, you will receive a confirmation e-mail including venue details, a full agenda and contact information. Delegates are responsible for the arrangement and payment of their own travel and accommodation.

## 2. Delegate Details

### Delegate One

Title:	First Name:	Surname:
Job Title:		
Telephone:		Fax:
E-mail:		

### Delegate Two

Title:	First Name:	Surname:
Job Title:		
Telephone:		Fax:
E-mail:		

### Delegate Three

Title:	First Name:	Surname:
Job Title:		
Telephone:		Fax:
E-mail:		

## 3. Organisation Details

Name:
Reg No:
Address:
Town:
Post Code:
Country:
Tel:
Fax:
E-mail:
Authorised Signature:
Name:

## 4. Payment Methods (Delegates fee(s) strictly payable in advance)

- Creditcard:** (tick):  Visa  Mastercard  Other: \_\_\_\_\_ Name as it appears on card: \_\_\_\_\_  
Card No. \_\_\_\_\_ Expiry date: \_\_\_\_ / \_\_\_\_ WT (3/4 digital security number): \_\_\_\_\_
- Cheque:** Made payable to 'Corporate Treasury Solutions', post with this form to:  
Corporate Treasury Solutions, 414 Annabela Estate, Montrose Road, Kyalami, Midrand, 1684, South Africa.
- Bank transfer / EFT:** Account Name: **Corporate Treasury Solutions**, Bank: **Standard Bank**, Account Number: **330 806 270**  
Branch Code: **00051001** SWIFT Code: **SBZAJJ** Reference: Your Name & Course Ref No.
- We require an invoice to raise payment:** Please complete below if the billing contact is not the registered delegate.  
Billing contact: \_\_\_\_\_ PO number (if required): \_\_\_\_\_  
Billing address (if different from the Organisation address): \_\_\_\_\_

### TERMS & CONDITIONS

This is a binding contract, please read and understand the terms and conditions before signing as signed booking forms will not be cancelled 10 days after Corporate Treasury Solutions Management has received the booking form.

- Terms of payment: In order to secure your registration, payment is due in full upon receipt of invoice. Early registration is vital due to limited workshop space.
- Right of Admission: Corporate Treasury Solutions reserves the right to refuse admission to the conference where evidence of full payment cannot be shown.
- Delegate Cancellation: Provided the total fee has been settled, substitutions will be at no extra charge up till 7 days before the workshop date. Cancellations must be received in writing (14) days before the workshop in order to obtain a full credit voucher for our future events. Any cancellations received less than 14 days before the date of the event, the full fee will be payable and no refunds or credit voucher will be given. If a delegate does not cancel and fails to attend the conference, he/she is liable for the full payment and no refund / credit voucher will be issued.
- Substitutions Policy: Please note that speakers and topics were confirmed at the time of publishing, however, circumstances beyond the control of the organizers may necessitate substitutions, alterations or cancellations of the speakers and/or topics. As such Corporate Treasury Solutions reserves the right to alter/modify the advertised speakers/topics if necessary and all delegates will be notified as soon as possible.

I confirm that I have read and accepted **Corporate Treasury Solutions'** Terms and Conditions policy and I am authorised to sign this document on behalf of the above company.

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_